

INSTRUCTIONS FOR OFF-SITE LOW RISK SERVICE CONTRACTOR ENVIRONMENT, SAFETY AND HEALTH REQUIREMENTS

These instructions provide an overview of the Laboratory's Environment, Safety and Health (ES&H) expectations for off-site low risk service contractors. The Laboratory's expectations for contracted work include a set of requirements which assures that contractors have a complete and integrated ES&H program and that their program be aggressively implemented. It is expected that the contractor follow all applicable work site requirements regarding safety, security, site access, and environmental protection. The ES&H requirements are detailed in the Article entitled "Environment, Safety and Health", of the proposed contract.

I. Submittals

Typically a Job Safety Analysis (JSA) is not required for low risk work. However, if required by the proposed contract, the Contractor must submit and have approved a JSA prior to the start of work. The JSA is an analysis of the steps taken to complete each task of the job, an analysis of the hazards of each of those tasks and the mitigation actions that will be taken to eliminate or minimize the exposure to those hazards. Further information on preparation of a JSA is available from the National Safety Council and other professional safety organizations. Attachment 1, Low Risk Job Safety Analysis for Off-Site Work, ESH-209LOS (01/01), is a form that can be used to document the JSA.

II. Orientations

Before any Contractor employee is allowed to start work, the Contractor representative must coordinate with the Technical Representative to review and approve the JSA (if required). All contractor employees must read and sign the JSA.

Work at some locations may require the contractor to attend a site and/or building orientation prior to starting work.

III. Job Site Postings

Items that must be available at the job site include the JSA, MSDS sheets, emergency phone numbers, workers compensation notice, all permits and all approved hazard specific plans.

IV. Tool Inspection

Upon arrival and at any time during the job, the Laboratory or its representative may inspect contractor tools for compliance with OSHA, applicable work site requirements and industry standards. Unsatisfactory tools must be tagged out of service and removed from the work site at the end of the work shift.

V. Site Rules and Safety Requirements

Each work site may have specific site access, orientation, security and safety requirements which must be met. The contract will specify these requirements, unacceptable contractor employee acts or conduct, and a listing of safety requirements addressing areas of frequent violation and/or serious hazard potential.

VI. Reportable Emergency Events

The contractor must immediately report to the local emergency response officials and the Technical Representative all accidents and unauthorized releases to the environment. Follow-up actions such as written reporting of the incident along with corrective action is mandatory.

The Laboratory has a well established contractor safety program. Our goal is that the work for the Laboratory be free of incidents that threaten the environment, the safety and health of contractor and work site employees, the public, nor the safety of personal, contractor or Laboratory property.

